



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 1/18/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JAN 21 1974	Date Completed JAN 28 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming Office of Public Transportation and Research Decatur		4. Person to Contact Peter Ward	5. Working Title Chief Mass Transp.
		6. Tel. No. 656-6000	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1972 - To Date

Mass Transportation Intercity Feasibility Study File

10. What is the function of the office in which this record series is created

The Division of Planning and Programming is responsible for the development of long and short range transportation plans, project scheduling, research and development programs, drafting and revising maps of cities, counties, and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

See Attachment #2

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Ca. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Ca. Ft. of Records
Letter-size File Drawers				5	10
Legal-size File Drawers	4	8	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				7	
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	25	--
				Preceding Year's	All Prior Year's
				--	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

See Attachment #1

- | | YES | NO |
|--|---|---|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |

24. REQUIREMENTS. The following requires the files to be kept 25 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] Other then:

- ☐ [] Hold in the current files area month(s)/ year(s):
☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
☐ [] Destroy.
☐ [] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☐ [] Other: (Specify)

See Attachment #2

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office

Date 1/18/74

26. Recommendations

☐ [] Approved ☐ [] Disapproved

Head of Agency/Designee

Date

in Paragraph

State

☒ [X] Approved ☐ [] Disapproved

Department of Audits/Designee

Date

25 are:

Records

☒ [X] Approved ☐ [] Disapproved

Secretary of State/Designee

Date

Committee

☒ [X] Approved ☐ [] Disapproved

Department of Law/Designee

Date

Attachment #1

Mass Transportation Intercity Feasibility Study File
Explanation of Yes Answers to Questions 14-23

15. The technical and engineering data is published in reports.
22. FHWA PPM 30-9 states that project planning files must be retained three years after FHWA final payment of the project.
23. The time period between the completion of the study and the completion of the project may span a 10-15 year period.

Mass Transportation Intercity Feasibility Study File

Description

Disposition

Mass Transportation Intercity Feasibility Study File - documents relating to the economic, engineering and environmental ramifications of developing intercity transportation corridors. Included are technical reports (summary of maps, proposals, specifications, etc.) and related engineering data and technical papers. File is arranged by mode of transportation (for example rail, bus, truck).

Cut off file upon completion of study; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 1 year; retire to Archives.

Mass Transportation Intercity Feasibility Study Correspondence File - documents relating to the economic, engineering and environmental ramifications of developing intercity transportation corridors. Included are correspondence, maps and contracts with consultants. File is arranged by mode of transportation.

Cut off file upon completion of study; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 1 year; transfer to Record Center; hold 24 years; then destroy.